

# FALLS CHURCH POLICE DEPARTMENT



# CITIZEN'S COMPLAINT FORM

300 PARK AVENUE  
FALLS CHURCH, VIRGINIA  
22046

THE FALLS CHURCH POLICE DEPARTMENT WILL INVESTIGATE ALL ALLEGATIONS OF MISCONDUCT BY ANY MEMBERS OF THE AGENCY UPON RECEIVING THIS FORM. THE PROCEDURES TO BE FOLLOWED IN RELATION TO YOUR COMPLAINT ARE:

1. THE COMPLAINT WILL BE FORWARDED AND REVIEWED BY COMMAND LEVEL STAFF;
2. A FORMAL INVESTIGATION WILL BE INITIATED AND AN OFFICIAL WILL BE ASSIGNED INVESTIGATIVE RESPONSIBILITY; AND
3. THE INVESTIGATING OFFICIAL WILL CONTACT YOU IN REFERENCE:
  - A. ANY ADDITIONAL INTERVIEWS NECESSARY;
  - B. REVIEWING ALL ALLEGATIONS; AND
  - C. REVIEWING THE FINAL DETERMINATION AND FINDING.

COMPLAINT INFORMATION					
COMPLAINANT'S NAME			COMPLAINANT'S ADDRESS		
COMPLAINANT'S TELEPHONE		CONTACT NUMBERS	DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT
HOME		WORK			
NAME OF OFFICER (S) IF KNOWN			WERE THE OFFICER(S) IN		RACE OF OFFICER
			<input type="checkbox"/> UNIFORM <input type="checkbox"/> PLAINCLOTHES		
HEIGHT OF OFFICER	WEIGHT OF OFFICER	OTHER IDENTIFYING CHARACTERISTICS OF THE OFFICER(S), IF ANY:			
SUMMARY OF COMPLAINT					

(CONTINUE ON OTHER SIDE)

SUMMARY OF COMPLAINT (CONTINUED)

<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <div style="width: 60%;">COMPLAINANT'S SIGNATURE</div> <div style="width: 20%;">DATE</div> <div style="width: 20%;">TIME</div> </div>			
<b>DEPARTMENT USE ONLY BELOW THIS LINE</b>			
POLICE DEPARTMENT OFFICIAL RECEIVING COMPLAINT	DATE RECEIVED	TIME RECEIVED	FORWARDED TO
ASSIGNED FOR FOLLOW-UP TO	DATE ASSIGNED	FOLLOW-UP ASSIGNED BY	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> SUSTAINED - ALLEGATION IS SUPPORTED BY SUFFICIENT EVIDENCE TO JUSTIFY A REASONABLE CONCLUSION OF GUILT.</p> <p><input type="checkbox"/> NOT SUSTAINED - INSUFFICIENT EVIDENCE TO EITHER PROVE OR DISPROVE THE ALLEGATION</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> EXONERATED - INCIDENT OCCURRED BUT WAS LAWFUL AND PROPER.</p> <p><input type="checkbox"/> UNFOUNDED - ALLEGATION IS FALSE OR THE ACTION DID NOT INVOLVE A FALLS CHURCH POLICE DEPARTMENT EMPLOYEE.</p> </div> </div>			
<b>ACTION TAKEN</b> <input type="checkbox"/> ORAL REPRIMAND <input type="checkbox"/> LETTER OF REPRIMAND <input type="checkbox"/> SUSPENSION <input type="checkbox"/> DEMOTION		<input type="checkbox"/> DISMISSAL <input type="checkbox"/> TRANSFER <input type="checkbox"/> NO ACTION NECESSARY	
		SIGNATURE OF REVIEWING OFFICIAL	
		SIGNATURE OF OFFICIAL IN CHARGE OF INTERNAL AFFAIRS FUNCTION	